

Miscellaneous

Jennifer Connolley

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Summary of Qualifications

About five years of experience supervising the behavior of others, expediting the preparing of goods, organizing the work area, encouraging and aiding colleagues, suggesting improvements, training new employees, acting as a team, coordinating the work to be done, and performing fundamental tasks necessary for the business operation

Professional Objective

An internship in the medical industry in which I can work as a team member to utilize my math and science skills, and research effective medicinal aids

Work Experience

Busgirl, 3/03-8/03

The Grill Room, Jefferson, NJ

- Trained new employees resulting in a prepared addition to the business
- Coordinated and acted as a team with my colleagues resulting in efficient use of time and serving more clients
- Promoted the restaurant to people I knew and customers resulting in the addition of new customers, more business
- Executed every job thoroughly resulting in everything needed supplied and accomplished

Crew Member, 09/02-4/02

Burger King, Franklin, NJ

- Prepared the goods in an accurate and careful fashion resulting in the satisfaction of customers
- Expedited the production when necessary to meet the guidelines and provide the necessary service to satisfy the customer
- Coordinated and aided team members in the event that they were overrun with work resulting in efficient production
- Communicated and encouraged aid when needed to get the job done

ANGELIA KNIGHT, MS, NCC

WORK EXPERIENCE

***The University of Alabama, Tuscaloosa, Alabama* Director of Engineering Career Services**

September 1998-Present

Supervise full time recruiting efforts for College of Engineering students. Maintain relationships with companies and human resource personnel. Train students in such areas as resume writing, interviewing, salary negotiation, retirement planning and business etiquette. Report placement statistics to individual departments and assist those departments with company relations. Supervise office personnel, budget processes, and web based recruiting system.

***Mississippi University for Women, Columbus, Mississippi* Director of Counseling and Career Services**

August 1995-February 1998

Responsibilities included the supervision of professional staff, institutional testing, and coordination of the crisis-intervention team. Conducted personal and group counseling sessions for entire campus as well as educational programming for the residence halls. Supervised campus volunteer agency "W-Angels"/Americorps, coordinated Career Day events and others related to career field. Worked with division heads regarding the planning of career/recruiter events. Co-coordinator of Freshman/Transfer Student Seminar course in conjunction with the implementation of the Noel-Levitz Retention Management System. Worked with Director of General Studies to implement a junior-level University 301 professional seminar. Supervised University Testing Program which included CLEP, NTE/Praxis, ACT, TOEFL, and MAT. Advisor for peer education program which presented workshops for students on various social issues.

MUW Director of Counseling and Retention

September 1994-August 1995

Provided counseling services to the entire campus, offered programs in the residence halls, and coordinated the crisis response team. Supervised the peer tutoring program and maintained contact with at-risk students who had a below 2.0 average. Conducted training sessions with tutors in order to prepare them for the needs of at-risk students and maintained a regular training schedule. Coordinated efforts with faculty members in order to assist students with academic difficulties.

MUW Activities:

Advising Corps, ad hoc member
Core Curriculum Revision Committee, ad hoc member
Women's Focus Group, co-chair
IMAGE/Bridge Steering Committee
Planning and Institutional Effectiveness Committee
Retention Management System Coordinator
Staff Council Representative, 1997-98

***Northwest Missouri State University, Maryville, Missouri* University Counselor**

August 1989-September 1994

Conducted intake interviews and psychological assessments with first-time clients. Experience included couple's therapy, adjustment disorders, substance abuse, sexual abuse/incest, rape/molestation/assault, self-exploration and wellness. Conducted extensive outreach programming on such topics as acquaintance rape, communication skills, assertiveness, sexual harassment, reporting procedures, abusive relationships and the University policies and procedures that applied to these topics. Conducted training with Residential Life and Campus Safety staff on crisis intervention and response procedures, working with disruptive students and discipline. Developed team interaction with Dean of Students, Campus Safety, Health Center and Counseling Center to assist victims of sexual assault in their reporting and recovery efforts.

Angelia Knight

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NWMSU Activities:

Missouri College Personnel Association

-Area Interest Chair for Counselors, Appointed April 1994

American College Personnel Association Planning Committee, 1993 National Convention

Supervisor/Creator for peer education program, RIGHTS, Spring 1991-Fall 1994

Peer Education Planning Team; Spring 1993-Fall 1994

Search Committee for Counseling Center Director; Spring 1992-Spring 1993

Task Force for the Review of University Policy and Procedures Regarding Sexual Harassment and Acquaintance Rape; Spring 1992

Freshman Seminar Instructor; Fall 1990-Fall 1991

EDUCATION

Mississippi State University, Master of Science, Counselor Education, August 1989.

Mississippi State University, Bachelor of Arts, Psychology, December 1986.

PROFESSIONAL AFFILIATIONS

Southern Association of Colleges and Employers

National Association of Colleges and Employers

National Board for Certified Counselors, Certification #28635

PROFESSIONAL PRESENTATIONS

"New Professionals as Mentors: Put Someone Else in the Drivers Seat", Southeastern Association of Colleges and Employers, Charlotte, NC, December 8-10, 1997.

"Forging a Link Between Academic Affairs and Student Development," Freshman Year Experience Conference, Columbia, SC, February 18-20, 1996.

"Peer Educators and Parents: The Future is Now," Missouri College Personnel Association Conference, Columbia, MO, Nov. 15-16, 1993.

"Intervention Techniques in Sexual Assault for Resident Assistants," Viterbo College, LaCrosse, WI, August 23-24, 1993.

"Computerized Sexual Harassment: A Disturbing Trend for the 90's," 2nd International Conference on Sexual Assault on Campus, Orlando, FL, Oct. 1-4, 1992.

"Intervention Techniques in Sexual Assault for Resident Assistants," Viterbo College, LaCrosse, WI, August 22, 1992.

"Moral Dilemmas in Student Development: Implications of Gilligan's Theory," ACPA National Convention, St. Louis, MO, April 1990.

Robin E. McGowen

mcgowen@illinoisalumni.org

38 Dunn Dr. • Belleville, IL 62223 • 618-538-7744

EDUCATION:

- **B.S. in General Engineering-** December 2002 (GPA 3.2)
UNIVERSITY OF ILLINOIS, Urbana-Champaign, Illinois
Minor in Quantum Mechanics
 - **Senior Design Class**
Completed project for ThyssenKrupp Gerlach Company.
Reduction of Material Waste in Crankshaft Forging Process.
Presented results to company executives (U.S. and Germany) and professors.
My Group received **Bernt O. Larson Award** for best senior design project-2002.
 - **Computer Skills**
AutoCAD, MS Excel, MS Word, PowerPoint, Matlab
 - **Course and Lab Work**

• Finite Element Analysis	• Technical Drawings (AutoCad)	• Gear Design
• Design of a Position Control System	• Fracture Mechanics and Impact Lab	• Partial Differential Equations
• Engineering Law	• Thermodynamics	• Fluid Dynamics
• Statics	• Quantum Mechanics	• Turbomachinery Lab
 - **Examples of Projects Completed in Engineering Classes**
 - Designed Power Screw Car Jack to lift approximately one ton eight inches. Produced report with engineering drawings using AutoCad.
 - Designed Gear Box to produce desired output rpm from given input rpm. Produced report with engineering drawings using AutoCad.
 - Statistics Projects with applications to engineering models.
 - **Language Skills-** Limited Spanish.
 - **Activities**

Marching Illini Band- Mellophone 5yrs	Footnotes- Marching Illini Newspaper
• Marching Section Leader- 2yrs.	• Volunteer writer-5 yrs.
• Directed marching rehearsals and related band events for section (18 members).	• Editor- 1 yr.
• Participated in overseas performances in England- summer 2001.	

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▪ **Volunteer Work**

High School Marching Band Competition- 3yrs.

- Judges Assistant- 1yr.
- Guide for high school bands- 2yrs.
- Team leader for guides- 1yr.

Blood Drives- 5 yrs.

- American Red Cross
- Community Blood Services.

- **Southwestern Illinois College, Belleville, Illinois**
Formerly known as Belleville Area College
Summer Sessions of 2000, 1999, and 1998.
Completed college level Earth Science class while in seventh grade.
- **Westminster College, Fulton, Missouri**
Attended Churchill Academy- summer 1997 and summer 1996

PROFESSIONAL MEMBERSHIPS:

- **Society of Women Engineers**
Member from June, 2003-present

EMPLOYMENT:

- **College of LAS Student Worker-** 5/02 to 8/02
UNIVERSITY OF ILLINOIS, Urbana-Champaign, IL
Performed general office work.
- **Physics Department Student Worker-** 5/01 to 10/01
UNIVERSITY OF ILLINOIS, Urbana-Champaign, IL
Created PowerPoint slides with example problems for Physics lectures.
- **Box Office Employee-** 5/00 to 8/00 and 5/99 to 8/99
WEHRENBURG THEATERS, O'Fallon, IL
Sales Representative.
- **Crew Member-** 5/98 to 8/98
MCDONALD'S CORPORATION, Belleville, IL
Customer Service Representative.

References are available upon request.

Corey J'maul Mosley

1228 Robin Lane
Birmingham, AL 35235
(205) 856-2674
Mosle005@bama.ua.edu

EDUCATION

Bachelor of Science in Commerce and Business Administration
The University of Alabama, Tuscaloosa, AL, December 2002
Major: **Operations Management**
Concentration: **Quality Systems / Quality Control**
Minor: **Statistics**
Major Grade Point Average: 3.0/4.0

COMPUTER SKILLS

Proficient in Microsoft Office: Excel, Word, PowerPoint, Outlook
ProModel, SPSS, C++, Extensive Internet and Hypertext Markup Language
knowledge

EXPERIENCE

Accounting Department Intern 5/01-8/01

Legal Services of Metro Birmingham, Birmingham AL

- Managed a portfolio of approximately 120 stocks
- Monitored the stock market and reported various economic indicators
- Researched various companies in the Birmingham Area
- Participated in live conference calls and analyst meetings

Management Department Intern, 5/00 – 8/00

Birmingham Public Library, Birmingham AL

- Keep records on incoming inventory
- Evaluated the status of books checked in and checked out
- Researched books outstanding and reordered needed inventory
- Handled customer service calls

Customer Service, 11/99 – 3/00

Payless Shoe Store, Tuscaloosa, AL

- Handled monetary transactions
- Created weekly schedules
- Consulted with banks representatives concerning clients
- Maintained a positive attitude while dealing with clients

ACTIVITIES

- Resident Housing Association (RHA)---Treasurer
- Omega Psi Phi Fraternity Inc.---Vice Basileus, Delegate, Service and Social Committee Chairman, Step Master
- National Pan Hellenic Council (NPHC)---Keeper of Records and Seals, and Fundraising Chairman
- Coordinating Council for Student Organizations (CCSO)---Publicity Committee
- Student Government Association (SGA)---Pan Hellenic Council Delegate
- NAACP---2nd Vice President, Martin Luther King Elementary Reading Program

Cynthia Tang

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Objective: A summer internship working in an engineering field for an innovative company.

Education: **Rensselaer Polytechnic Institute, Troy, NY**
BS Engineering, May 2007

Related Coursework

- Introduction to Engineering Analysis
- An Introduction to Graphics, Modeling, and Documentation for Design

Awards/Scholarships: Wellesley Book Award
Emily Roebling Scholarship
Rensselaer Leadership Award
Andona Society Scholarship
North American Philips Scholarship

Work Experience: Medical Records Staff Woburn Medical Clinic in Wilmington Leadership,
Wilmington, MA, 6/03-8/03

Leadership: Senator of the RPI Union
Volunteer as Laboratory/Teacher Assistant for AP Chemistry teacher
Vice President of National Honor Society, Andover High School, MA
Youth Group Leader (4 years)
Leader of West Middle School Tutoring Program (volunteer)
Coordinator of Monday Mentoring Andover High School

Community Service: Volunteer as Laboratory/Teacher Assistant for AP Chemistry teacher
Leader of Middle School Tutoring, Andover, MA
Lowell General Hospital Worker (110 hours)
Rosie's Place - Women Shelter in Boston, MA
Boston Project - Serving community in Dorchester, MA, service projects
Vacation Bible School-teacher/head game coordinator

Activities: Writer in Newspaper Club, Dance, Art Club, JAVA and BASIC language classes,
Chinese Club/Classes, Clarinet